VOUCHER and PURCHASE ORDER

THIS P.O. # MUST APPEAR ON ALL VOUCHERS, CORRESPONDENCE INVOICES, SHIPMENTS, ETC.	

BILL TO

TOWNSHIP OF KNOWLTON

MUNICIPAL BUILDING • 628 ROUTE 94
COLUMBIA, N.J. 07832
TEL. (908) 496-4816 • FAX (908) 496-8144
Federal ID #22-6002567

DATE: **FISCAL YEAR:**

TOWNSHIP COMMITTEE APPROVAL

The Township Committee meets at 7:30 p.m. on the 2nd Monday of each month. Vouchers and invoices must be received no later than the first of the month in order to be considered for approval at that meeting. All invoices submitted for approval must be legibly typed or printed in ink and be accompanied by this form properly approved.

VENDOR

SHIP TO

EXPLANATION

APPROP.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT

COMMITTEE APPROVAL

MAYOR

COMMITTEE COMMITTEE

COMMITTEE COMMITTEE

DEPARTMENTAL CERTIFICATION: I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

DEPARTMENT HEAD DATE

PAYMENT AUTHORIZED: The above claim was approved and ordered paid at a meeting of the Knowlton Township Committee on _____ (date).

Date Paid _____ Check No. _____

INSTRUCTIONS TO VENDOR: Return **SIGNED** voucher copy with your invoice. Keep vendor copy for your records.

MODIFICATIONS MUST BE VERIFIED WITH THE FINANCE OFFICE.
NOT VALID UNLESS SIGNED

PURCHASING AUTHORITY

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing and that the amount charged is reasonable.

X

VENDOR SIGNATURE TITLE

VOUCHER COPY - SIGN AT X AND RETURN FOR PAYMENT

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